

# Town of Windham

Assessing and GIS Department  
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## MEMORANDUM

DATE: September 28, 2016  
TO: Tony Plante, Town Manager  
FROM: Elisa Trepanier, Assessor/GIS Coordinator  
RE: Monthly Report – July & August 2016

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### ASSESSING:

The mission of the Assessing Office is defined by the Maine Constitution, which states: *All taxes upon real and personal estate, assessed by authority of this State shall be apportioned and assessed equally according to the just value thereof.*"

The tasks performed in the Assessing office are dictated by State statute as provided under Title 36 of the M.R.S.A. and guidelines set forth by the Bureau of Taxation. The following list represents activities performed by the Assessing Office during in the months of July and August:

- Finalized data in preparation of commitment of taxes;
- Analyze real estate and personal property valuations to compete tax rate calculations;
- Continued field work measuring, listing and photographing residential and commercial construction projects;
- Personal property data entry and preparation of BETR applications;
- Provided customer service support for the code enforcement, economic development and planning departments;
- Data entry updating property ownership information for deed transfers occurring after April 1.
- Update Vision Appraisal online database;
- Bridge of data from Vision Appraisal to Northern Data for tax bill creation;
- Completed successful 2016/2017 Tax Commitment;
- Compilation of 2016/2017 Valuation Book;
- Assigned new property locations and street names to meet E-911 regulations;
- Training: 1.) Maine Revenue Services Annual Property Tax School; and 2.) Maine Association of Assessing Officers Annual Fall Conference.

### **GIS (Geographic Information System):**

The mission of the Geographic Information Systems (GIS) division of the Assessing Office's budget is to maintain accurate GIS records and to provide geographic information and maps to Town departments and the public.

- Comprehensive Plan Maps: Draft Comprehensive Plan maps are being reviewed.
- Ongoing tax map updates reflecting lot splits and new subdivisions in preparation of development of 2016 Tax Maps.
- Wrap of GIS Internship. After a very successful GIS summer internship John Burton has return to USM to complete the requirements of his GIS Certificate. The following is a list of projects accomplished by the GIS Internship this summer: Updates to shoreland zoning and stormwater data; 2016 Street Map; assistance with numerous maps for the Comprehensive Plan; initiated development of a 3D image version of North Windham using Sketch Up and Community Viz; and compilation of septic data as required by the DEP stormwater audit.